

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376

REV(11/01)

Description of Position	TITLE OF POSITION: <u>Regional Manager</u>	CLASSIFICATION CODE: <u>02823400</u>
	SALARY RANGE: <u>Gr 35 \$58249-66040</u>	REFERENCE POSITION NO.: <u>1255-10000-1849</u>
	Department of Human Services/IFS _____	APPLICATION PERIOD: <u>8/24/04 - 8/30/04</u>
	Division/Section/Unit _____	GRACE PERIOD ENDS <u>9/2/2004</u>
	Assignment(s) / Comments <u>Please Apply by Resume Only</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00 NS</u>	Job Location: <u>Louis Pasteur Building</u>
	Restrictions/Limitations: <u>None</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____	
	Name of Bargaining Unit Union: <u>RIASSE Local 580</u>	
	There is* <u>is not</u> <u>X</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	Please refer to attachment	
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	Possession of a master's degree in social work, public administration, or business administration; and considerable employment in a responsible supervisory and administrative capacity directing human service programs; or any substantially equivalent education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Ann DeBonis Department of Human Services 600 New London Avenue Cranston, RI 02920	<b>Telephone #:</b> <u>401-462-2481</u> <b>Fax #:</b> <u>401-462-2041</u> <b>TTY/TDD #:</b> <u>401-462-3363</u> (Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

## **Regional Manager – IFS**

### **Duties/Responsibilities**

- Staffing IFS advisory groups
- Website content development and maintenance for IFS programs in consultation with IFS administrators
- Assist field administrators in the development, finalization and production of forms, processes, management tools, and program improvement initiatives
- Assist IFS administrators with data and policy research and analysis including developing policy initiatives related to federal and state law changes as well as support of administrators for development of budget initiatives.
- Drafting of state plans, amendments, and refinements in conjunction with Policy Unit including obtaining input from all relevant parties
- Assist in monitoring and auditing of IFS contracts
- Other related duties as required.

**PLEASE APPLY BY RESUME ONLY**